BASICS OF HOUSING AUTHORITY RECORDS



AGENDA

- 1. Basics
- 2. Retention Schedules
- 3. Housing Authority Records
- 4. Q&A



WHAT IS RECORDS MANAGEMENT?

Records Management is **control** at every stage of a record's lifecycle.





BENEFITS OF MANAGING RECORDS

- ☐ Enables the agency to fulfill its mission
- ☐ Promotes cost-effective use of agency resources
- ☐ Strengthens transparent and accountable government
- ☐ Reduces Agency Risk

WHAT IS A PUBLIC RECORD?

A public record is:

- ☐ ANYTHING made or received in the transaction of public business
- ☐ Regardless of format

Invoice? Public record.

Database entry? Public record.

E-mail? Public record.

Voicemail? Public record.

Public Records are Public Property

All public records are the property of the state of Washington. (RCW 40.14.020)

Anyone who destroys, conceals, erases or falsifies a public record...is guilty of a class B felony. (RCW 40.16.020)

WE'RE ALL CONTENT CREATORS

You could be stuck on a ferry texting your boss on your personal cellphone.

If it's about work, it's a public record.



BORN DIGITAL RECORDS

Maintain electronic records in electronic format...for the length of the retention period.

(WAC 434-662-040)



Initiative 207 Petitions, 1960, Merle Junk, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives.

How Do I Know What to Keep?

Agencies have the ongoing legal authority to disposition public records using...

RECORDS RETENTION SCHEDULES

The State & Local Records Committees review and approve the retention schedules.

(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)



WHICH SCHEDULE(s) Do I Use?



RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009	Meetings – Staff and Internal Committees	Retain for 2 years after end	NON-ARCHIVAL
Rev. 1	Records documenting meetings of the agency's staff and those of internal committees, commissions, councils, boards, task forces, etc.	of calendar year and	NON-ESSENTIAL OFM
	Includes, but is not limited to:	until no longer needed for agency business	
	 Agendas, meeting/agenda packets (briefs, reference materials, etc.); 		
	 Speaker sign-up, written testimony; 	then	
	Audio/visual recordings and transcripts of proceedings;Minutes.	Destroy.	
	Excludes records covered by:		
	 Advisory Body Records (DAN GS 10015); 		
	 Governing/Executive/Policy-Setting Body Records (DAN GS 10004); 		
	 Meeting Arrangements (DAN GS 09024); 		
	 Meeting Materials – Members' Copies/Notes (DAN GS 09026). 		

* You cannot destroy or transfer records without a DAN



DIGITIZING PAPER RECORDS

ARCHIVAL VS. NON-ARCHIVAL

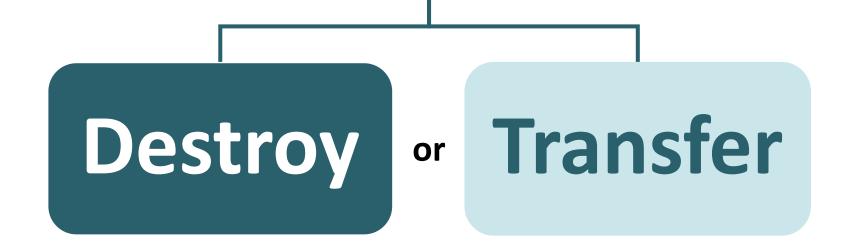
Transfer original format to Archives

Follow our published requirements

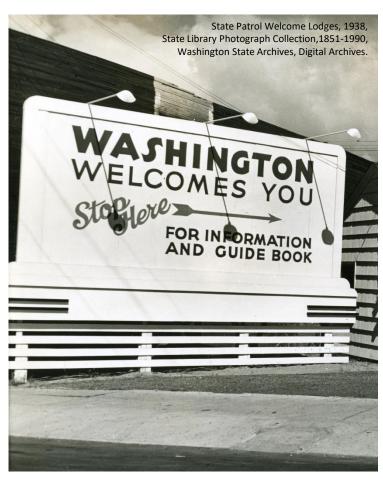
PLAN before you scan.

Digitization is time-consuming, expensive & labor intensive.

keep PUBLIC RECORDS for MINIMUM RETENTION



HOLD IT!



Records responsive to

☐ Litigation Holds

□ Public Records Requests

must be retained until matter is resolved.

WHAT CAN I DESTROY NOW?



- □ Drafts
- ☐ Empty forms
- Working documents
- Duplicate copies
- ☐ Records formalized elsewhere
- ☐ Reference materials
- ☐ Personal, non-work related material

FIND THE RIGHT DAN

How to find the right DAN

- 1. Ask clarifying questions.
 - ☐ Is the record unique to your agency?
 - ☐ Who is doing what to whom?
 - ☐ Why was the record created/received?
 - ☐ What is the record about?
- 2. Review your approved schedules.
 - ☐ Browse the schedules by table of contents, subject index, and keyword search.
- 3. Reach out.



PARTICIPANT RECORDS

Example:
Program
Participant
Records

1. Do the records relate to:

- ☐ Public housing/subsidy applications?
 - ☐ Approved? Denied? Withdrawn? Appealed?
- ☐ Program Participants?
 - ☐ Housing/counseling services? Family Self-Sufficiency (FSS)? Required reporting?

2. Review

☐ Tenant/Participant and Financial Management sections of Housing Authorities schedule.

3. Reach Out



Low Income Housing Tax Credit

Income
Housing Tax
Credit (LIHTC)
Property
Records

1. Do the records relate to:

- ☐ Overall LIHTC property compliance?
- ☐ Tenant records?
 - ☐ The first year a tenant participated?
 - ☐ Subsequent years a tenant participated?

2. Review

- ☐ Financial Management section of Housing Authorities schedule.
- 3. Reach Out



PROPERTY MANAGEMENT

Example:
Property
Management
Records

1. Do the records relate to: ☐ Acquisition or disposition of property? ☐ Construction projects? ☐ Inspection/Monitoring? ■ Maintenance? 2. Review ☐ Asset Management section of CORE schedule 3. Reach Out

FEDERAL RETENTION REQUIREMENTS

State vs. Federal Retention Requirements Retention periods in the Housing Authorities schedule *should* match requirements from federal regulating agencies.

If not, please let us know!

RETENTION SCHEDULE UPDATES

We want to hear from you ⊕

If there have been changes in...

☐ Language and terminology

■ Business value

☐ Legal & regulatory requirements

☐ Agency functions

SAY HELLO!



THE RECORDS MANAGEMENT TEAM IS HERE FOR YOU WITH FREE CONSULTATION, TRAINING, & ADVICE.

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